

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners

**Date/Time:** Tuesday - November 28, 2006; 1:30 PM

**Place:** Sullivan County Unity Complex; Sullivan County Health Care; Frank Smith Living Room

**Attendees:** Commissioners Ben C. Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Peter Farrand – *Human Resource Director*; Scott Wojtkiewicz – *Sullivan County Health Care Administrator*; Patti Koscielniak – *S.C. Health Care External Care Coordinator (arrived later)*; Heidi Smith – *S.C. Director of Nursing (arrived later)*; Jill Chrimes – *Sullivan County Health Care Nursing/LPN Charge (arrived later)*; April Bartley – *S.C. Health Care Nursing Assistant Director of Nursing (arrived later)*; Sharon Johnson-Callum (minute taker). **Absent:** Commissioner Donald S. Clarke – *Chair*.

**Other attendees:** Jeff Barrette – *Commissioner Elect*; Ken – *Sullivan County Health Care Resident*; Lyle Guynup – *Claremont Beagle Club Director*.

Mr. Gil de Rubio noted Commissioner Clarke was unable to attend the meeting and had requested Commissioner Nelson, as Vice Chair, to Chair the meeting.

**1:30** Commissioner Nelson opened the meeting. All recited the *Pledge of Allegiance*.

### **AGENDA ITEM NO. 1 MEETING MINUTES**

It was noted a typed version of the November 14<sup>th</sup> meeting minutes were not ready, but would be for the next meeting.

### **AGENDA ITEM NO. 2 CLAREMONT BEAGLE CLUB**

Lyle Guynup, Director of the Claremont Beagle Club, introduced himself. Mr. Guynup inquired about changing the lease term from two to 10 years. Mr. Chanis noted the term was reduced to two years as the County was in, and is still in, the midst of a land assessment. The two Commissioners concurred it was not wise to enter into a long-term commitment at this time. Mr. Guynup discussed the worries of the club investing monies in the wiring surrounding the property when at any time the County could decide not to renew the lease. Discussion commenced regarding the cost of wiring and that the club purchases three to four rolls a year. They also discussed other possibilities to recoup costs such as the County reimbursing Club if the lease terminated. It was decided that open was too complicated.

**1:35** A motion was made, by Commissioner Jarvis, to renew the lease between Sullivan County and the Claremont Beagle Club to be effective December 15, 2006 through to December 15, 2008. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously. (Commissioner Clarke was not in attendance).

**AGENDA ITEM NO. 3 JUDKIN'S PROPERTY CONSERVATION EASEMENT**

This agenda item was skipped, as Mr. Flanders had not arrived yet.

**AGENDA ITEM NO. 4 SPECIAL NHAC 2006 NOMINEES PRESENTATION**

It was noted the nominees were expected around 2 p.m., so this item was skipped also.

**AGENDA ITEM NO. 5 CONFLICT OF INTEREST**

Peter Farrand, Human Resource Director, reviewed the proposed Article XXII - Conflict of Interest draft to be added to the County Employees Manual. Commissioner Jarvis "did not like the second part of the article. After much discussion, it came to light she felt the second part did not fit in with the concept "conflict of interest" article. Within the discussions Mr. Farrand explained the reasoning for the new policy, in particular the second part: there are muddy waters in state and county and what constitutes powers to elected officials and employees, and this article is an effort to define what is an employee and elected official and where their powers begin and end. Mr. Gil de Rubio provided a verbal example for the group. More discussion commenced. Mr. Gil de Rubio recommended they split the article into two parts; keeping the first paragraph under the Conflict of Interest and the second under a separate article labeled disclosure of confidential information. Mr. Gil de Rubio also reminded all these new articles would be part of the Employee Manual to help the employees know their restrictions and the law. Mr. Farrand will redo the draft article and present the two at their next meeting. Mr. Farrand, per request of Commissioner Jarvis, confirmed these issues were not noted in other parts of the manual; and concurred with Mr. Gil de Rubio, on the importance of having the articles in the manual.

**1:50 A motion was made, by Commissioner Jarvis, to put No. 1 [*"It is a violation of County Policy for any employee to use his/her position of employment for personal gain. Personal gain is defined as receiving personal benefits or benefits for family or friends from the County, vendors or organizations that have affiliations with the County"*] under Conflict of Interest. Commissioner Nelson seconded the motion. A voice vote was taken. The motion carried, unanimously. (Commissioner Clarke was not in attendance.)**

Mr. Barrette asked of Mr. Farrand what would be considered as "detrimental to the operations"? Mr. Farrand provided an example. Mr. Barrette noted, based on the sample provided, he felt it would be appropriate to place the second part in a confidential matter area also. Mr. Gil de Rubio and Mr. Farrand concurred that was what they would be doing.

*Mr. Flanders joined the meeting.*

**AGENDA ITEM NO. 3 JUDKIN'S PROPERTY CONSERVATION EASEMENT**

Bard Flanders, Unity Conservation Commission member, noted the pledges were running behind schedule as some of the initial backers had not understood the County owned the

property, and could not see why they would have to pay, additionally, when they pay County taxes. Accordingly, those had changed their minds feeling they did not want to support the project as they feel they already own it through the county. The Commission has contacted NH State Fish and Game, who requested a package regarding the project. The Unity Conservation Commission has 12,500 pledges, 4 responses have requested pledge forms; they've contacted a number of organizations such as: hunting, archery, snowmobile clubs; but these avenues take time as each must present the issue at their individual group meetings. At this point Mr. Flanders requested an extension to the December 31, 2006 deadline. The Commissioners agreed.

**1:57 A motion was made, by Commissioner Jarvis, to extend the deadline to December 31, 2007. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously. (Commissioner Clarke was not present.)**

*1:57 Patti Koscielniak, Heidi Smith, Jill Chrimes and April Bartley entered room.*

Mr. Barrette requested a copy of the Judkin's Property Easement. Ms. Johnson-Callum noted to Mr. Flanders she still had not heard from Mr. Brian Hotz, SPNF, nor him, on the outcome of the document changes. She will locate the last correspondence, and easement and provide to Mr. Barrette and Cc. Mr. Flanders.

**AGENDA ITEM NO. NHAC NOMINATION PRESENTATION**

Mr. Gil de Rubio noted the County had a good representation at the recent 2006 NHAC award presentations. He noted Sullivan County award recipients at the convention included: Commissioner Donald Clarke [2006 County Commissioner of the Year], Superintendent Scott Hagar [County DOC Superintendent of the Year], and Lt. Douglass Roberts [2006 County DOC Officer of the Year]. Mr. Gil de Rubio noted there were four others that received nominations and he wanted to present them with special certificates today the NHAC sent to the County. He and the Commissioners presented nomination certificates to:

- ❖ **Jill Chrimes** – 2006 County Nursing Home Employee of the Year Nominee
- ❖ **Peter Farrand** – 2006 County Human Resource Administrator of the Year Nominee
- ❖ **Heidi Smith** – 2006 County Employee of the Year Nominee
- ❖ **Patti Koscielniak** – 2006 Edna McKenna Service Award Nominee.

**AGENDA ITEM NO. SULLIVAN COUNTY HEALTH CARE REPORT**

**NH STATE SURVEY**

Commissioner Nelson congratulated the Sullivan County Health Care facility staff on the excellent NH State survey. Mr. Gil de Rubio will schedule a special luncheon for employees in recognition of the survey results. Ms. Smith noted, with the preliminary results, the staff held an appreciation day and handed out pins. Mr. Scott Wojtkiewicz

provided a briefing of the survey, noting the NH State survey team was there until October 26, 2006. The facility received a few minor deficiencies, which included:

- o Facility side – A life safety code deficiency due to roller latches – He noted these latches sit in a little recess so when you push the door the door can open. In March 2006, per State requirements, all resident doors needed to be changed to positive latching. With the roller latch the door swings in. During a fire all doors need to be shut. They had a couple floors that still had the roller latches on doors. Mr. Wojtkiewicz noted he reviewed the status of those doors remaining with Mr. Chanis and the work should be completed by the end of December.
- o Health care side – two minor ones in the Business Office on resident funds: f159 and f160 - upon a resident leaving the facility or death there may remain a few dollars in a resident's trust account – if left over money the check is sent to the estate or to the funeral home. The State surveyors found two checks outstanding, never cashed, that were not followed up on. Since the survey, the Business Office discovered one check was in the funeral Directors desk un-cashed – and was cashed and the other was thrown out by the estate as minimal, therefore the check was reissued, to be cashed in probate. The Business Office is now doing follow-ups, and Mr. Wojtkiewicz is performing audits with Ms. Woodman for next three months and placing data in a report. Other tags under Nursing included a comprehensive care plan tag. Mr. Wojtkiewicz indicated he was ashamed to say he caused the tag, and proceeded to discuss a suggestion he made to a resident to shave, the day the surveyors were there, at which the resident decided to shave, but discovered his razor was broken, and State surveyors thought the response to when the resident requested a replacement razor to when a new one was provided, too long. Another tag was cited for an antibiotic, an epinephrine tube was left on a nurse's station for 45 minutes to 1½ hours before it was returned to the medicine room. Mr. Wojtkiewicz noted they have implemented plans of correction. Over all, survey was exceptionally good. Mr. Wojtkiewicz noted all in Housekeeping, Laundry, Dietary and Nursing did a fantastic job and that the survey team was very complimentary with all that's taken place in last year, and happy with what they saw.

#### AGENDA ITEM NO. 6.A. CENSUS

Mr. Wojtkiewicz briefed the group on the current census: 148, of which 14 skilled (Medicare), 18 private, 116 Medicaid. Mr. Wojtkiewicz provided a briefing of the variance of actual vs. budgeted noting the billing in October showed respite over budget, no budget for insurance payment, Medicaid was over budget, Medicare was under budget. They are working on Medicare A and B diligently and anticipate a Medicare census increase on Part A. Mr. Wojtkiewicz noted the facility has a new therapist and they can now push for residents under Medicare Part B. The crossover was briefly discussed, as well as the Private pay census. He noted there was a \$35,233 loss to budget primarily due to the Medicare budget census. Mr. Wojtkiewicz indicated they were noticing on paper that the acuity of residents admitted was not at a high level. He feels it should reflect higher, so they are working on the documentation of residents at entrance. ADL's being worked on – he referred the group to review the Medicare Length of Stay

Analysis report, the dependency ratings, and what is showing is a high number of low dependency residents and they are working on making sure all is documented and in doing so the residents would fall under an high level of reimbursement. He noted April and Heidi was doing a good job in servicing. Commissioner Nelson asked if there were residents here that would fit more appropriately in an assisted care facility. Ms. Smith, Ms. Koscielniak and Ms. Bartley confirmed yes, there were approximately 8-10 residents falling under that category. Mr. Wojtkiewicz confirmed that straight Medicaid patients found it very difficult to find placement in assisted care facilities, one reason they were at the nursing home. Commissioner Nelson requested Ms. Koscielniak views on the current admissions environment. Ms. Koscielniak noted it was slow at Valley Regional, but had picked up recently with referrals; they are attempting to do more marketing towards people going in for elective surgery and holding discussions at senior centers and housing apartments. Mr. Gil de Rubio spoke briefly of a former physical therapy patient he met at the recent Volunteer Dinner, who raved about the positive changes in the physical therapy department over the past two years.

#### AGENDA ITEM NO. 6.B. STAFFING

Mr. Wojtkiewicz noted they held a job fair recently and hired four (4) new LNA's. They are currently reviewing the nurse staffing. They have shifts covered but could use three more nurses – they like to see RN's come in to the facility as they can handle IV's and higher acuity patients. By the end of December, the rest of the Baylor program will be banished; they found when a Baylor was not there, they had to bring in two nurses to cover the 12-hour shift. They feel the program was great, until call-ins occurred.

#### AGENDA ITEM NO. 6.C. HOLIDAY DINNER UPDATE

Mr. Wojtkiewicz noted the Thanksgiving dinner event went well, with an additional 160-170 family members attending. The festivities were spread out per unit, but still packed in the tower rooms. He noted the kitchen crew did a great job – quite an assortment of food with wonderful presentation. He noted they did not anticipate the huge turnout in the tower rooms along with the residents wanting to go in to those rooms with their wheel chairs, so space was extremely tight.

Mr. Wojtkiewicz would like to recommend holding one special holiday dinner a year, possibly on the first or second week of December, in the future, and then a dessert bar for each holiday event, such as Thanksgiving, Christmas and Easter. He noted, with a dinner, extra staff is required from nursing, dietary and facilities & operations, which requires additional labor costs and food. He noted also that while some residents enjoyed the function, others were a bit put out with the extra commotion of family members walking around. It was noted this year was more hectic due to the first floor and kitchen remodeling in motion. Mr. Gil de Rubio indicated he was recommending in the FY 08 budget a specific line for holiday dinner expense, eg. 160-170 multiplied by cost of dinner and labor, and that staff really enjoy the event also but are stressed out. He concurred the dessert bar sounded like a good idea, and this would help this year's budget as he was concerned there will be no funds to do anything for a large dinner at Easter. Commissioner Nelson and Jarvis agreed a dessert bar would be sufficient. Commissioner Jarvis noted the kitchen staff should all get "Employees of this Year" awards. Mr. Gil de

Rubio noted the facility received a \$100 donation from Mr. Sawyer. Mr. Wojtkiewicz noted they were working hard on outstanding receivables.

Commissioner Nelson opened the floor to Ken, a Sullivan County Health Care resident.

Ken discussed shopping trips that "Gloria" normally took residents on but was unavailable to take him when he recently requested. He noted they are entitled to transportation for shopping if Gloria has time, but understands they have to wait if she has appointments. Mr Wojtkiewicz noted Gloria takes residents to medical /physician appointments and shopping; however, he indicated the time Ken was referring to Gloria was working on flu shots and unable to accommodate Ken with his request. He noted there also were life safety issues for the resident and would not want to discuss those in a public format. Mr. Wojtkiewicz, Ken and Activities will be working this out.

#### **AGENDA ITEM NO. 7 COUNTY MANAGER'S REPORT**

##### **AGENDA ITEM NO. 7.A. GSCAHC UPDATE [*Greater Sullivan County All Hazards Region Committee*]**

Mr. Gil de Rubio noted the committee hired a planning consultant from the four applicants received and interviewed. The consultant is Jane Hubbard of Hubbard Consulting, who will put together a plan. They received one of the two checks, for \$27,000, about three weeks ago [a grant from the State], which will pay for the consultant to create a comprehensive plan and help the committee perform a tabletop exercise. He noted their next meeting is December 27<sup>th</sup> and strongly encouraged the Commissioners and Delegation to attend, as NH State DHHS Commissioner John Stephen will be at the meeting to discuss NH State involvement. Mr. Gil de Rubio noted DHHS was expecting the County's to take on more responsibility with community collaborations.

##### **AGENDA ITEM NO. 7.B. CRIMINAL JUSTICE NEEDS ASSESSMENT UPDATE**

The Criminal Justice Coordinating Committee (CJCC) met last week with Ricci Greene Associates (RGA). RGA is compiling data. The CJCC is very strong and RGA is very impressed with their input. Mr. Gil de Rubio anticipates a typed report from them by mid January. Mr. Gil de Rubio will follow-up with Laura of RGA for the PowerPoint graphs the Board was unable to view properly at the meeting.

##### **AGENDA ITEM NO. 7.C. UPDATE ON HEALTH CARE FIRE ALARM WED. 11/22/06**

Mr. Chanis confirmed the fire alarm triggered Wednesday, November 22<sup>nd</sup>, was due to steam leaking up through a hole in the ceiling created by the remodeling, which created condensation that dripped on to the "address box" and shorted it out.

##### **NON AGENDA ITEM 501.C.3. APPLICATION**

Mr. Gil de Rubio noted he handed out a fax received from Mike Pulling/Michael Shklar's office regarding the 501.c.3 nonprofit corporation [for the assisted care senior living facility]. He recommended they review and discuss it quickly, as this would need to be submitted to the IRS, and if submitted prior to the IRS time frame when taxes are

processed, it would probably be processed quicker. The Board will review and discuss at the December 5<sup>th</sup> meeting.

NHAC EXECUTIVE COUNCIL COMMITTEE

Mr. Gil de Rubio noted he would be away at an ethics conference Thursday/Friday, and unable to attend the Executive Committee meeting with NHAC. Commissioner Jarvis confirmed she contact Commissioner Clarke regarding the meeting. The group asked if an agenda was circulated yet. Johnson-Callum will check on this after the meeting.

**AGENDA ITEM NO. 8. COUNTY COMMISSIONERS REPORT**

Commissioner Jarvis noted the Town of Unity is now on board [with the Greater Sullivan County All Hazards Region Committee, pandemic planning preparedness] and signed the MOU during Monday's town board meeting. The town graciously provided Mr. Gil de Rubio and Commissioner Jarvis  $\frac{3}{4}$  of an hour for discussions on the issue. Mr. Gil de Rubio noted these committee plans can be used as a springboard to an *All Hazards* approach to planning and allows for greater communications between different areas within the community.

**AGENDA ITEM NO. 9 PUBLIC PARTICIPATION**

There was no further public participation.

**2:58 A motion was made, by Commissioner Jarvis, to adjourn the meeting and tour the facility. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*



*Commissioner Ethel Jarvis, Clerk  
Board of Commissioners*

EJ/s.j-c.